

feeder report for
DDS/OL/PD-2

REPORTS INVENTORY					feeder report for DDS/OL/PD-2	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
Cost Reduction						
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
Orig & I	Monthly			C/PD and originating office		
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Typed Format	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES GIVE ADP PROCESSING NO.		Division Requirement		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OL/PD/R&DCS						
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X
						TIMES PREPARED
GS-5	3.57		1		3.57	12
GS-14	10.07		1/12 hr.		.84	12
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						52.92
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS STAT
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
22 Sept. 1970						